

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR12223016

DATE POSTED: 03/09/22

POSITION NO: 245088

CLOSING DATE: 03/22/2022 by 5pm

POSITION TITLE: Leasing Agent

DEPARTMENT NAME / WORKSITE: DNR / General Land Development Department/Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ63A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>41,487.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>19.87</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Handles all organizational support services by providing expertise and advice on lands and realty matters. Provides for the timely and efficient management of processing project development applications. Ensures that the necessary clearances are secured and completed (i.e. environmental clearance, survey, consents, etc.) for applications for rights-of-way, leases, permits, service line agreements, and land withdrawals for completeness to prepare packets to begin the Executive Review Process. Drafts and prepares leases. Uploads, monitors and tracks applications into the Navajo Nation System. Follows-up via phone call or email with applicants to provide statuses of project packages that are being processed through the General Land Development Department and providing updates of missing or incomplete documents that are needed to continue processing. Maintain an up-to-date inventory of all project development applications. Partners heavily with the Accounts Maintenance Specialist (AMS) and Senior Office Specialist to ensure that land rental payment records are current. Serves as an advisor for consultation with applicants by providing information on required application documents and the tribal Executive Review process to Navajo Nation entities and outside entities. Recommends/advocates for policy and legislation changes, long range planning, management and administration of a tribal realty program. Provide written reports, occasional travel will be required to attend meetings and/or trainings and give presentations.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's Degree in Business, Natural Resources or an Engineering related field; and one (1) year of progressively responsible technical experience working with land leases, right-of-way or closely related work.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days date of hire.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of federal and Navajo Nation rules, regulations, codes and guidelines on leases, permits, rights-of-way and land withdrawals; knowledge's of leases and ownership policies and procedures; Skill in organizing work efficiently and exercising independent judgement in making appropriate decisions concerning work methods; skill in effective oral and written communication; skill in reviewing applications, legal land descriptions, and quad maps for completeness and compliance with applicable guidelines; skill in maintaining a positive effective working relationship with colleagues and superior. FMIS certification will be required for the position,

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**